

Certificate of Service of Involuntary Summons

- Step 1.** Click on Bankruptcy on the ECF Main Menu Bar.
- Step 2.** Click on the **Miscellaneous** Category.
- Step 3.** Insert the case number using the YY-NNNNN format.
- ☐ Click **Next**.
- Step 4.** Select the Event **Involuntary Summons Service Executed**.
- ☐ Click **Next**.
- Step 5.** The **Select the Party:** screen displays.
- ☐ Select the Petitioning Creditor(s) who are filing the **Certificate of Service of Involuntary Summons**.
 - ☐ Click **Next**.

The document filed will consist of the Certificate of Service of Summons, a copy of the Summons, and the fully completed Memorandum in that order as a single PDF.

- Step 6.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
- Step 7.** The Select the party **served** screen displays.
- ☐ Select the **Debtor** party.
 - ☐ Click **Next**.
- Step 8.** **Enter date served and date answer is due** screen displays.
- ☐ Enter the date the Summons was served.
 - ☐ Click **Next**.
- Step 9.** The **Docket Text: Modify as Appropriate** screen displays.

- ☐ Verify the information is correct. If this is the first time this document is being filed, do not use the drop-down modifier.
- ☐ Click **Next**.

Step 10. The **Docket Text: Final Text** screen displays.

- ☐ Click **Next**.

Step 11. The **Notice of Electronic Filing** displays.